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Approved For Release 2000/05/08 : CIA-RDP78-03091A000200030021-2

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DRAFT: [REDACTED]  
(26 October 1967)

OFFICE OF PERSONNEL MEMORANDUM NO.

SUBJECT: External Placement Branch and the New Retirement Counseling Program

1. Effective immediately employees and functions of the External Placement Branch, Recruitment Division are transferred to the newly established Retirement Counseling Staff. This is an interim action. It will permit the correlated supervision of the External Placement Branch activities and developmental work of the Retirement Counseling Program/Task Force (RCP/TF).

2. Thus, with no halting of services, presently performed by the External Placement Branch, these services can be adjusted as necessary and blended into the coordinated retiree counseling program by the time the latter is organized and established. In collaboration with the various applicable career services, fact finding interviews are now in process; an early consolidated seminar for 1968 retirees will be presented in the spring of 1968; and a full Program outlined by the summer of 1968. It is planned that various facets of the Program will be put under test run in the fall and winter of 1968. The Program will include an expanded and revitalized individual counseling procedure supplementing the work of the career services, and a recast resume and retiree marketing system. This latter work is now being carried out by the External Placement Branch on a limited scale.

3. At a future date it is intended to consolidate all retirement activities into a single integrated organizational element.

Emmett D. Echols  
Director of Personnel

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DRAFT: [REDACTED] sc  
(19 Oct 67)

OFFICE OF PERSONNEL MEMORANDUM No.

SUBJECT: External Placement Branch, Recruitment Division

1. Effective immediately the External Placement Branch of the Recruitment Division is transferred to the Retiree Placement and Counseling Staff.

2. This transfer is made in recognition of the fact that the functions and services performed in the outplacement of staff employees and of retirees are essentially the same although the latter group may require special handling and vastly more selective research into employment opportunities.

3. At a future date, it is intended to consolidate all retirement activities into a single integrated organizational element.

Emmett D. Echols  
Director of Personnel

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